



WORKPLACE STANDARDS ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The Workplace Standards (WS) Advisory Committee is an advisory committee authorized by Section 14(13) of the College's Bylaws. The mandate of the committee is to assist in the development of the Workplace Standards for physical therapist workplaces.

2. COMPOSITION, QUORUM and TERMS OF OFFICE

The committee includes 6-8 persons recruited according to a matrix of competencies, qualities, and representation. The matrix will seek geographical diversity and aims to include registrants (educated both in Canada and internationally) from a range of workplaces (hospital, large clinic/organization, itinerant positions etc.), a public member, a clinic owner, a representative of a regulatory college which has already developed workplace standards, and one member of the Quality Assurance (QA) Committee as Chair. The committee is expected to begin their mandate in June 2021 and have completed their mandate by May 2022.

3. COMMITTEE LEADERSHIP

The committee will work with an external consultant. The QA Committee member of the WS Advisory Committee will be appointed Chair.

4. DUTIES AND RESPONSIBILITIES

- a) Attend meetings, come prepared (read materials in advance, complete assigned tasks between meetings), actively participate in committee discussions, be respectful and courteous towards other members and staff
- b) Keep public interest mandate at the forefront of all decision making
- c) Work with CPTBC staff and consultant to guide the development of indicators, levels of risk, resources in preparation for the pilot of the WS Element of the Quality Practice program.
- d) Work with CPTBC staff and consultant to evaluate the pilot of the WS Element and make revisions prior to implementation.
- e) Abide by the confidentiality provisions of CPTBC.

5. MEETINGS

- a) The committee will meet at least six times through their mandate.
- b) Meetings may be held in person or virtually.
- c) Agendas are developed by the Chair in collaboration with the committee chair and the consultant.
- d) Minutes of meetings are drafted by the consultant for review and approval by the committee within one week of the meeting. Minutes include any actions arising from the meeting. a

- e) Committee members are entitled to a meeting compensation fee and any travel and related expenses as determined by the board

6. VOTING

A consensus model is used to arrive at the preferred course of action. The WS Advisory Committee will, in collaboration with the consultant, provide recommendations to the QA Committee for review and approval.

7. REPORTING

The committee reports through the Chair to the QA Committee.

8. STAFF SUPPORT

The Manager, Quality Assurance or designate.

9. CONFIDENTIALTY

Committee members must sign the College's confidentiality agreement at the time of appointment.

10. CONFLICT OF INTEREST

Committee members must declare conflicts of interest any time a real, potential, or perceived conflict of interest arises.

Conflict of interest arises when personal, work related or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Conflicts of interest should be declared to the chair of the committee and the individual declaring the conflict may remove themselves from the discussion and voting or ask the committee to decide on whether they should remove themselves.